



STANDARDS OF APPRENTICESHIP
adopted by

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
HEATING/AIR CONDITIONING INSTALLER & SERVICER		637.261-014	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

MAY 03, 1999
Initial Approval

JANUARY 21, 2005
Committee Amended

OCTOBER 18, 2002
Standards Amended (review)

OCTOBER 21, 2005
Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
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CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all Counties in the State of Washington west of the Cascade Mountains, with the exception of Clark, Cowlitz, Klickitat, Skamania, and Wahkiakum Counties. The Counties covered shall be Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Must be at least 18 years of age (proof of age required).**
- Education: **Must be a high school graduate or have a GED. Applicants must supply the Apprenticeship Committee with proof of graduation from high school or successful completion of GED. Official transcript must show courses and grades.**
- Physical: **Must be physically able to perform the work of the trade.**
- Testing: **None**
- Other: **Applicants shall submit proof of the education and age qualifications to the Committee before their applications will be considered completed. This must be done within sixty (60) days of date of application. Applicants not completing the application within sixty (60) days will be required to reapply.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Applications are accepted at the Construction Industry Training Council's training facility, 1930 - 116th Avenue, NE, Suite 201, Bellevue, every Thursday between 9:00 a.m. and 12:00 p.m. year around, except for holidays.**

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- 2. The applicant will sign a "Record of Apprentice Applicants", which acts as a logbook, then the applicant will be given an "Application for Apprenticeship." The application must be completed on site. In this logbook each line will carry a number corresponding to the serial number of an application. Columns will be provided to show progress, by dates, and final disposition.**
- 3. After acceptance as an applicant by completing the application and providing the required information relating to meet the minimum requirements, an applicant will be scheduled for an interview. Interviews will be held in January, April, June, and September.**
- 4. The Committee will determine the number of applicants to be accepted prior to holding interviews.**
- 5. Applicants are instructed that CITC will keep a record of their Application on file for five years.**
- 6. In January and June, applicants will be placed in rank order. Applicants being interviewed in April and September will not be ranked and placed on the Ranked Eligibility Pool until the following January or June, unless there are no available applicants on the list.**
- 7. In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted to determine their continued eligibility, willingness and commitment to being registered and referred for work. All applicants will then be re-ranked in the Ranked Eligibility Pool every six months**
- 8. Employers may request women and minority applicants in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.**
- 9. The order of the pool may be superseded to meet CITC affirmative action goals in conformation with the Washington State Apprenticeship and Council Rules.**
- 10. A company who becomes a training agent with CITC must register their employees within 30 days of the Company's registration date.**
- 11. CITC's Training Agents may incorporate their employment practices with applicants and apprentices from the pool.**
- 12. Applicants with previous experience or training in the trade may request to have previous hours accounted for toward their apprenticeship**

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certification. Each individual case would come before the Apprenticeship Committee for review and recommendation.

13. Prior to placement on the Ranked Pool of Eligibles, the Committee shall evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience and wage progression.

14. **The Interview Session:**

- a. The interview committee shall have in its possession for review with regard to each applicant: Application form, education transcript, and proof of birth date.
- b. Each applicant shall be interviewed by members or designated representatives of the Committee.
- c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.
- d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: Work experience, mechanical abilities, and motivation.
- e. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
- f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.
- g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.
- h. Answers to questions must be recorded during the interview to produce a record for the applicant's file.
- i. All applicants must be asked the same questions.

15. **Exceptions:**

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- a. Individuals who are currently employed by an approved training agent under an employment category or classification other than the occupation covered by these standards whose position or classification is being revised by the employer to another occupation covered by these standards may receive direct entry into the apprenticeship program. For entry into the program, the applicant must have been employed by the training agent in the original classification a minimum of 6 consecutive months immediately preceding the revision and submit letters of support by their employer.**
- b. Individuals relocating from another SAC/ATELS approved apprenticeship program may receive direct entry into the apprenticeship program providing he or she is in good standing with the program from which they are transferring. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program.**
- c. Military veterans who have completed military technical training or who have participated in a registered apprenticeship program or involved with Helmets to Hardhats while in the military in the trade covered by these standards may be given direct entry.**
- d. Registered Native Americans who have secured work under TERO project may receive direct entry into apprenticeship provided: (1) The employer is an approved training agent of these standards, (2) The applicant has met the minimum qualifications.**
- e. Graduates of committee approved programs such as Job Corps may receive direct entry to direct referral.**

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**

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- 4. Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
- 5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 6. Grant credit for previous trade experience or related-trade courses for all applicants equally.**
- 7. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the program.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Heating/Air Conditioning Installer & Servicer shall not be less than 8000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The

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sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1000 hours of employment shall constitute the probationary period. During the period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the probationary period, the Committee shall make a thorough review of the apprentice's ability and development. After the first 1000 hours of employment, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The maximum number of apprentices to be employed on the job site shall be one (1) apprentice for each journey-level worker until two (2) apprentices have been employed on the job site . Thereafter, one (1) additional apprentice may be employed on the job site for each additional three (3) journey-level workers steadily employed on the job site.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are

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qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Each period shall be 1000 hours.

The journey-level worker rate for HVAC will be the average journey-level worker rate for all of the employers participating in the HVAC program. Once each year, all participating employers will be surveyed for the average wage rate of their journey-level workers performing non-prevailing wage work. These average wage rates will then be averaged to determine the minimum journey-level worker rate for the program in HVAC. The survey forms will be signed by the company owner/officer and will become official records of the Committee. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	45%
3	2001 - 3000 hours	55%
4	3001 - 4000 hours	60%
5	4001 - 5000 hours	70%
6	5001 - 6000 hours	80%
7	6001 - 7000 hours	85%
8	7001 - 8000 hours	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Heating/Air Conditioning Installer & Servicer **APPROXIMATE HOURS**

- 1. Equipment Replacement: Removal and replacement of existing Heating and Air-conditioning Systems or equipment, including reconnection of ductwork, wiring, testing and adjustment.....1000**
- 2. Heating Equipment Adjustment, Repair and Replacement: Replacement, adjustment and repair of gas, electric and oil unit heaters, duct heaters, makeup air units, boilers, rooftops, air filtration and hot water heating systems.....1500**
- 3. Air Conditioning Adjustment, Repair and Replacement: Replacement, adjustment and repair condensing units evaporator coil, fan coil units, rooftop units, chillers and chilled water coils, air filtration and heat pumps.....2000**
- 4. Building Control systems: Installation, replacement, repair and calibration of building environmental controls in residential and commercial buildings, including electro-mechanical, electronic and pneumatic control systems.....300**
- 5. Test and Balance: Testing and balancing of water air distribution systems connected to residential and commercial heating and air conditioning systems.1000**
- 6. Hot Water, Chilled Water and Condenser Water System Replacement, adjustment or repair of pumps, heat exchanges, cooling towers, motorized valves and related piping in residential systems and commercial heating and air-conditioning systems. Training to include, cutting threading, brazing, soldering, welding, testing, insulating, and hanging pipe.600**
- 7. Load Calculation and System Designs: Load calculations and design of heating and air-conditioning systems for residential and commercial heating and air-conditioning systems.1000**

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- 8. Miscellaneous Equipment: Replacement, adjustment or repair of exhaust or supply air systems, air cleaners, zone dampers, special filtering devices, and odor control systems.600**

TOTAL HOURS: 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- () Approved training seminars
- () A combination of home study and approved correspondence courses
- () State Community/Technical college
- (X) Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **The Construction Industry Training Council, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.**

200 Minimum RSI hours per year, (see WAC 296-05-305(5))

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Additional Information:

Safety instruction is included in every quarter's curriculum of this craft.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures:

- a. All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**
- b. A quorum must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of three members.**
- c. The Apprenticeship Coordinator oversees the day to day operations of the program under the auspices of the Apprenticeship Committee.**

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- d. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.**
- e. When an apprentice is notified that an employment referral is available, he/she must be able to report to work within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral.**
- f. An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire on the same apprentice will result in a committee citation where the apprentice could be dropped from the program.**
- g. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
- h. Any applicant who is notified of an employment referral and does not respond to the Committee within 10 days may be dropped from the list.**
- i. An apprentice who is discharged by three (3) employers for the reasons set forth in Section X.A.2.f. below may have his/her apprenticeship agreement canceled.**
- j. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice**
- k. The apprentice will have a valid Washington State driver's license at all times.**
- l. The apprentice will report to the Apprenticeship Coordinator's office within 24 hours after termination. If the apprentice is terminated on Friday, they will report by 9 a.m. on the following Monday.**
- m. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship Coordinator at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.**
- n. It is the apprentice's responsibility to keep his or her current address on file with the Committee.**

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- o. An apprentice must have adequate dependable transportation to the job.**
 - p. Apprentices are responsible for the payment of their books, lab fees, and incurred late fees for related classroom instruction.**
 - q. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.**
 - r. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.**
 - s. The requirements for advancement are: Regular attendance at related classes, a 75% average minimum grade, satisfactory reports from the employer and journey-level workers, and work experience reports turned in monthly.**
 - t. Apprentices may make a complaint to the Apprenticeship Committee for issues pertaining to either related instruction or on-the-job training. The apprentice must submit the complaint in writing to the Apprenticeship Coordinator no later than 10 days prior to the Apprenticeship Committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the Committee. The apprentice shall be notified of the decision of the Apprenticeship Committee in writing. All decisions of the Apprenticeship Committee shall be final.**
 - u. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.**
- 2. Disciplinary Procedures:**
- a. Disciplinary problems may first be handled by the Training Director or Apprenticeship Coordinator. Whenever the Director or Coordinator desires, the matter may be referred to the Committee for action.**
 - b. The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.**

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- c. Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter.
- d. More than two unexcused absences from class during each quarter may be deemed cause by the Committee for the apprentices completion date being extended an additional three (3) months with a corresponding three (3) months delay in the apprentices next scheduled increase

Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.

Two (2) tardies to class is equal to one (1) absence.

Excused absences may be allowed for:

Illness of apprentice

Trips and/or vacations. (By prior approval of the Apprenticeship Committee)

Death in immediate family

Any other reasons deemed appropriate by the Committee

- e. Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.
- f. A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these Standards.
- g. If an apprentice is fired for cause or quits (after their 1000 probationary period), he/she will not be redispached until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.
- h. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the Director of Apprenticeship at the Construction Industry Training Council on the 20th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Director of Apprenticeship shall then forward these records to the Apprenticeship Committee prior to each

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Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. The record book is designed with each month in triplicate for the purpose of providing a copy of on the job training for the employer's record, a copy for the apprentice which stays in the book, and the original which is sent to the CITC Director or Apprenticeship. The books are available at CITC.

- i. Work experience reports must be turned into the apprenticeship office made out completely and properly, on time, which is once a month following the performance on the 20th of each month. Failure to comply will result in notification of no pay progression until records are completed.

- j. Each apprentice who is late in turning in his/her work experience report every three (3) months will have the following penalties imposed:

First Offense: Up to 30 days actual work delay in his/her next advancement.

Second Offense: Up to 60 days actual work delay in his/her work advancement.

Third Offense: Cause for cancellation of registration
Future advancements will be calculated from the new date.

- k. All other disciplinary action procedures are as follows: (i.e. See Section X.A.2.f.)

1st infraction: A written warning.

2nd infraction: Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.

3rd infraction: Cause for possible immediate cancellation of the apprenticeship agreement.

- l. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.
- m. Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation. An apprentice who receives disciplinary action, suspension or cancellation shall be notified in writing.

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- n. The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.**
- o. The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.**
- p. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Construction Industry Training Council (CITC), the sponsor of these standards.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information

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- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A quorum must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of three members.

Program type administered by the committee: GROUP NON-JOINT

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The employer representatives shall be:

**Tracy Bell, Chair
6845 48th Avenue NE
Seattle, WA 98115**

**David McFerran
2100 196th Street SW #114
Lynnwood, WA 98036**

The employee representatives shall be:

**Steve Benson, Secretary
1930 116th Ave NE #201
Bellevue, WA 98004**

**Mike Stack
1930 116th Ave NE #201
Bellevue, WA 98004**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Sandra J. Olson, Executive Director
Construction Industry Training Council
1930 - 116th Avenue NE, Suite 201
Bellevue, WA 98004**

**Halene Sigmund, Apprenticeship Coordinator
Construction Industry Training Council
1930 - 116th Avenue NE, Suite 201
Bellevue, WA 98004**

**David Perrin, Director of Education
Construction Industry Training Council
1930 - 116th Avenue NE, Suite 201
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